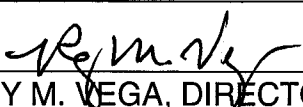


Guam Behavioral Health and Wellness Center		
TITLE: Active Shooter Response	POLICY NO.: AD-HS-10	PAGE: 1
APPLICABILITY: Administrative center-wide	REFERENCES:	
APPROVED BY:  REY M. VEGA, DIRECTOR	EFFECTIVE: 10/31/16	REVISED:

PURPOSE:

- A. To provide safety and guidance to GBHWC employees in the event an individual is actively shooting people in the facility or on the facility grounds.

POLICY:

- A. To provide an emergency response plan to alert GBHWC staff that an active shooter appears to be actively engaged in killing or attempting to kill people in the facility or on the facility grounds.
- B. All GBHWC facility shall have a safety escape route, and evacuation plan.
- C. It is the policy of GBHWC to provide an annual training and conduct unannounced active shooter drills to staff in all GBHWC facility to ensure staff is competent in the active shooter response procedures.
 - a. The Health and Safety Officer shall conduct the trainings and unannounced drills for all personnel.
 - b. Training shall include the evacuation plan or escape route, that staff would be knowledgeable and able to implement the plan when an emergency situation arise.

DEFINITIONS:

- 1. Active Shooter: For purposes of this policy, an active shooter is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people with a use of firearm and other weapons such as but not limited to improvised explosive devices in the facility.

PROCEDURE:

Immediate Response to an active shooter:

- A. **Run- Evacuate** if possible.
 - a. Follow GBHWC escape route and plan when running away from the sounds of gunshots or the shooter.
 - b. Inform the other staff of an active shooter incident and encourage them to evacuate as you follow the escape route.
 - c. Leave any personal belongings behind.
 - a. Call "911" once you are safe and say the following "Guam Behavioral Health and Wellness Center, we have an active shooter", the location, number of persons injured, last known direction of the shooter, description of the suspect, and number/types of weapons.

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- B. **Hide- Protection** if it's not possible to evacuate the facility.
- Hide behind locked doors and heavy furniture away from windows.
 - Turn off lights.
 - Silence cell phones and any other sources of noise.
 - Call "911" if possible; leave the line open to allow the dispatcher to listen.
 - Remain quiet.

- C. **Take Action [against the active shooter(s)]:**
- ONLY** when your life is in imminent danger.
 - It is **CRUCIAL** you commit to your actions when you attempt to disrupt, incapacitate and get control of the shooter's hands.
 - Act as aggressively as possible against the active shooter.
 - Throw items/improvise with weapons, such as chairs or clipboards.

Situation Response to an Active Shooter **once safe to do so:**

- A. The first employee to identify an active shooter situation should:
- Immediately call 911 and say the following "Guam Behavioral Health and Wellness Center, we have an active shooter", the location, number of persons injured, last known direction of the shooter, description of the suspect, and number/types of weapons.
 - Call/Radio the Guards and say "Active Shooter", location of the incident, description of the person(s) with the weapon, and type of weapon(s) if known
 - Evacuate consumers, visitors and other staff if safe to do so.
 - Leave all personal belongings behind.
- B. *If capable*, the Guard upon notification shall:
- Announce on the radio/public announcement system (PA) "Active Shooter" Code 2 three (3) times and the location of the shooter and/or direction of travel of the shooter.
 - Call "911" and/or ensure "911" has been called and provide all available information to the 911 operator and safety officer.
 - Notify Director and Safety Officer.
- C. The Safety Officer shall:
- Advise the Director to activate the Command Center.
 - Meet emergency response personnel when they arrive on the scene and escort them to the incident.
 - Handover the jurisdiction of the event to Law Enforcement when they arrive.

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- c. Assign additional staff (i.e., Guards) to control access to the area as directed by police and keep staff, visitors and consumers away from the area until the situation is resolved.
- d. Follow all reasonable directions by Law Enforcement when they arrive, even when asked to leave the area.
- e. Work with the Guards to direct staff, consumers and visitors to a safe location and where family members can stand by and wait for their loved ones and for further instructions.

Active shooter comes into your immediate area or enters your unit, office or meeting room you should:

- A. Try to remain calm.
- B. Try not to do anything that will provoke the shooter(s)
- C. If there is no possibility of escaping or hiding, ***only as a last resort when your life is in imminent danger*** should you make a personal choice to attempt to negotiate with or overpower the shooter(s)
- D. If the shooter(s) leaves the area, barricade the room or get to a safer location

If you are outside and encounter an active shooter, you should:

- A. Try to remain calm
- B. Move away from the shooter(s) or the sound of gunshots and/or explosions
- C. Look for appropriate locations for cover/protection (i.e., brick walls, retaining walls, parked vehicles, etc.)
- D. Call "911" and give location and description of shooter(s) to the dispatcher

Law Enforcement Arrival:

- e. Remain calm and follow officer's instructions
- f. Put down any items in your hands (i.e., purse)
- g. Keep your hands above your head and visible at **ALL** times.
- h. Do **NOT** run toward officers unless told to do so
- i. Avoid making any quick movements towards officers
- j. Avoid pointing, screaming or yelling
- k. Do not ask officers for directions.
 - i. Just proceed to exit in the direction from which the officers are entering the premises (if safe to do so)

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End of Incident:

- A. Only the command post can declare the "Active Shooter Incident All Clear"
- B. The Director and management team shall meet when it is appropriate for debriefing.
- C. All inquiries regarding the active shooter event shall be referred to the director and/or emergency response team.

Designated safe zone (evacuation point) for active shooter and Bomb Threat

- 1. Tamuning Main Facility: the main entrance of GMHA,
- 2. Satellite offices in Agana: (Drug & Alcohol, CASD, PEACE): Ada Arcade on route 8
- 3. Healing Hearts: safe zone (evacuation point) is outside the gate by bus stop on the main road.
- 4. Ironwood homes are: safe zone (evacuation point) Closest GBHWC home.
(example; Guma Kamia is effected, evacuate to Guma Pahong and vise versa.
Same with Guma Megot and Guma Ifit and vise versa
- 5. Guma Hinemlo and Serenity is the intersection of the street to the home

See attached Satellite photos of designated safe zones (evacuation point) for above:

REFERENCES:

SUPERSEDES:

- A. Title; Policy No.; Effective date/signature date; Approving individual's name

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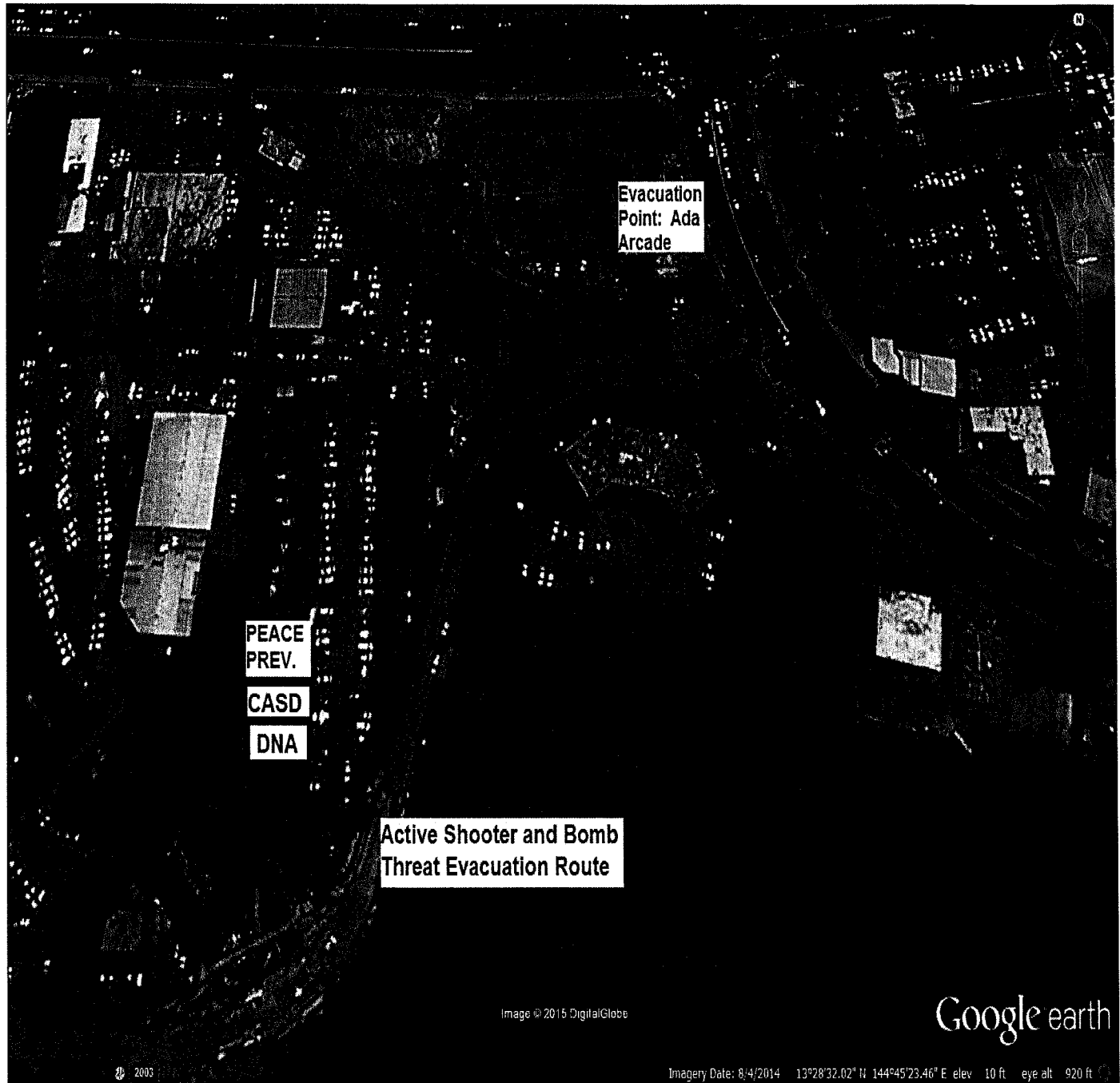


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**Evacuation Point.
Bus Stop**

**Active Shooter and
Bomb Threat
Evacuation Route**

Google earth

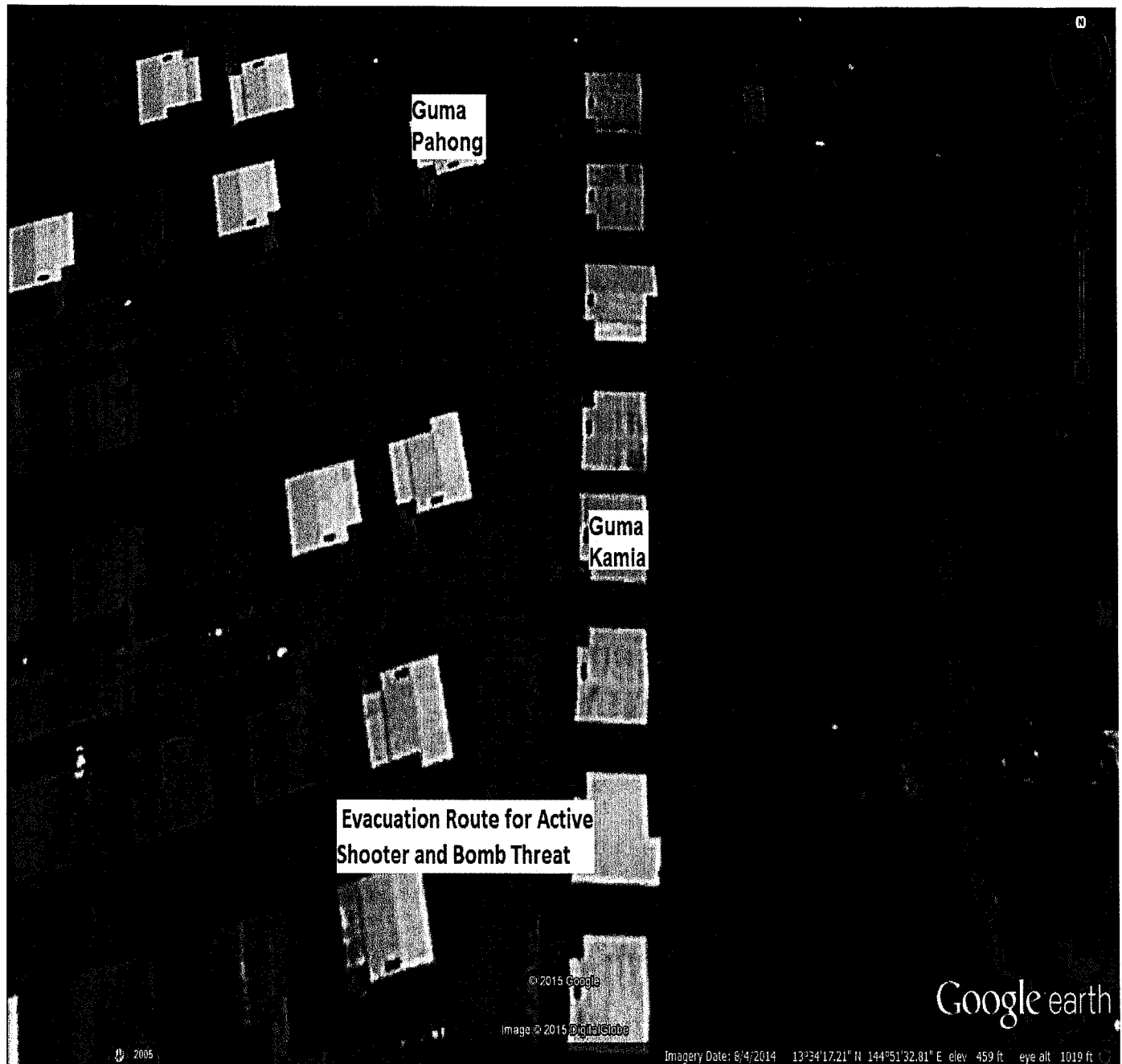
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Guam Behavioral Health and Wellness Center

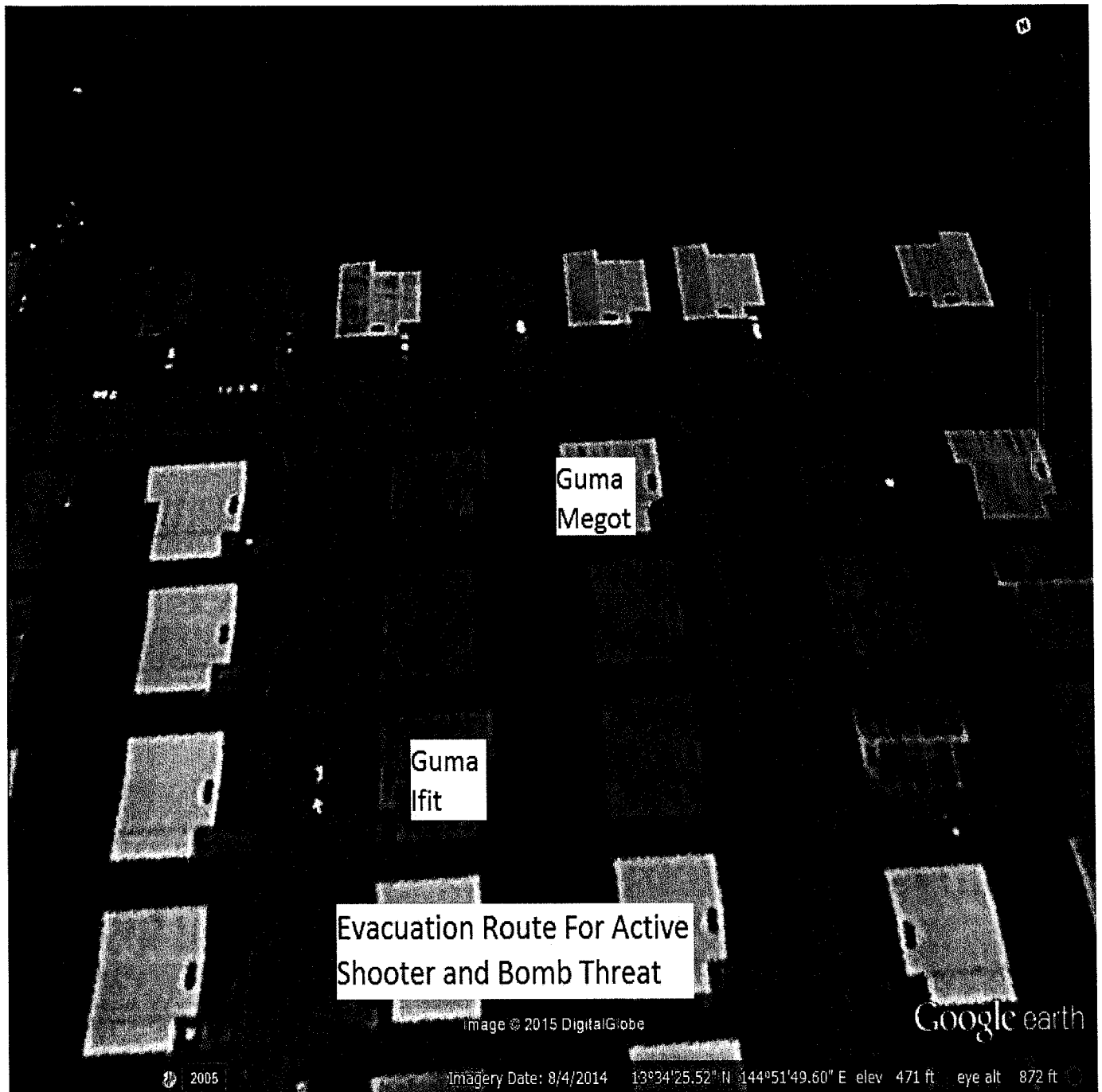
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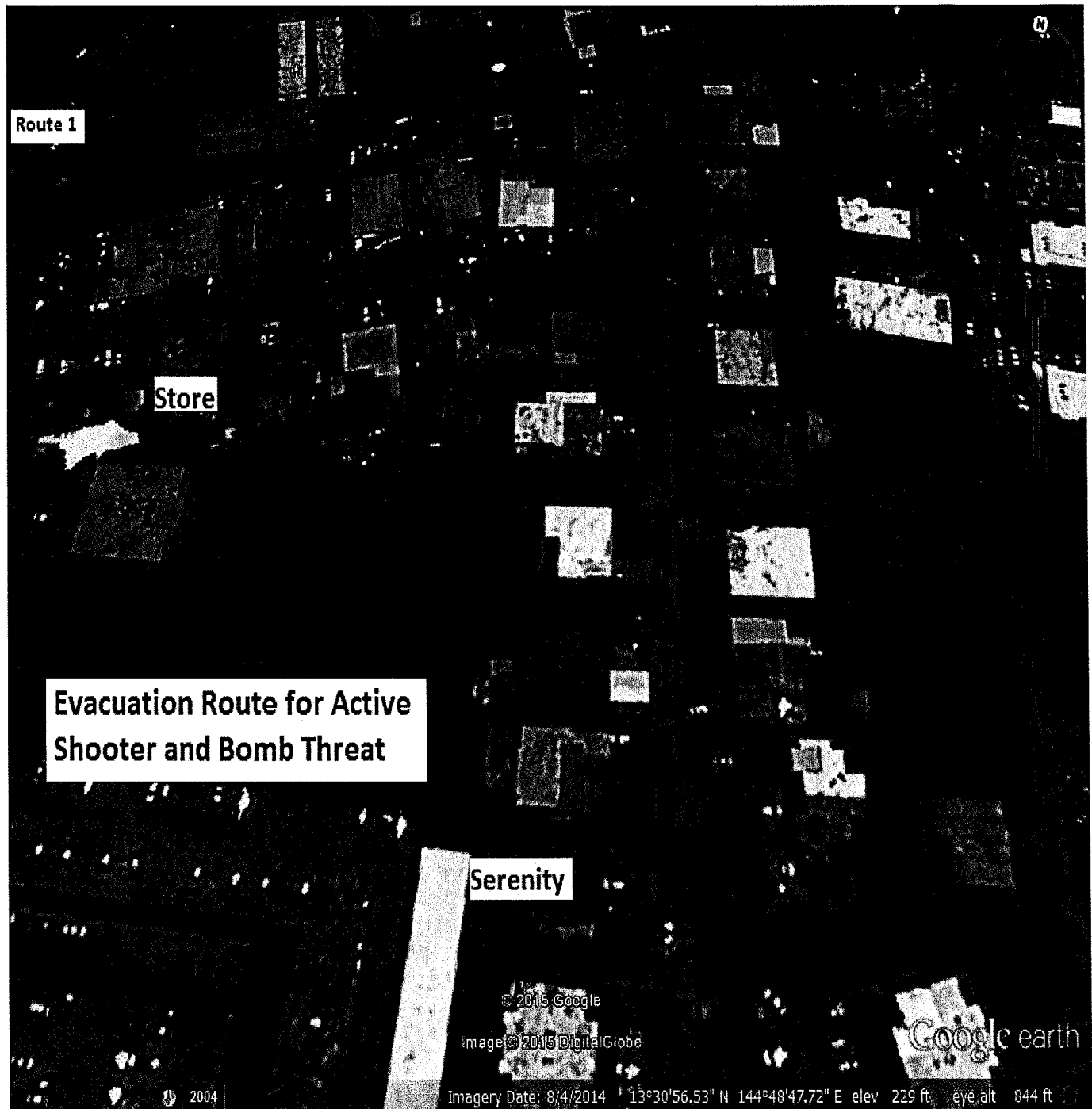


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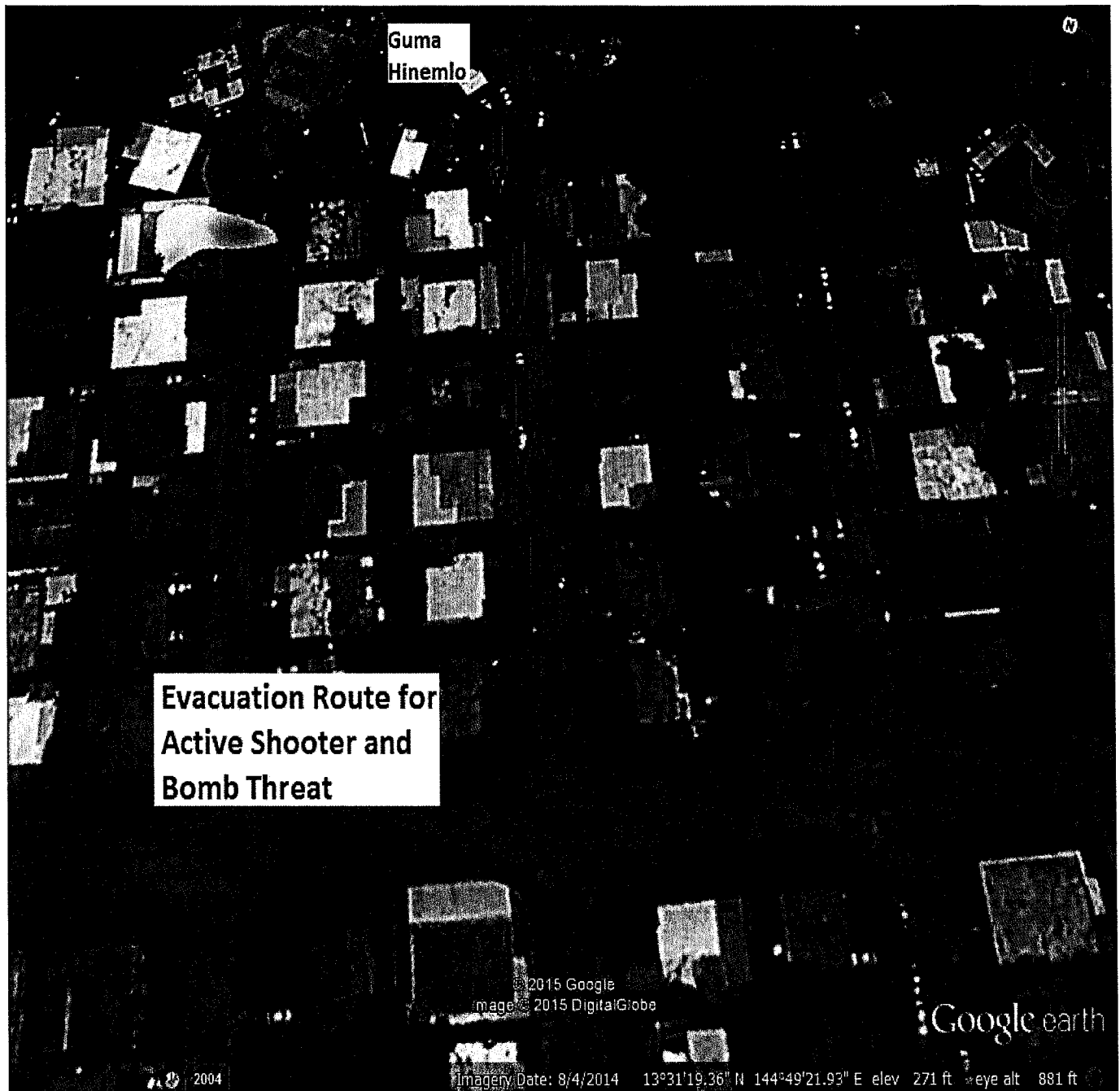


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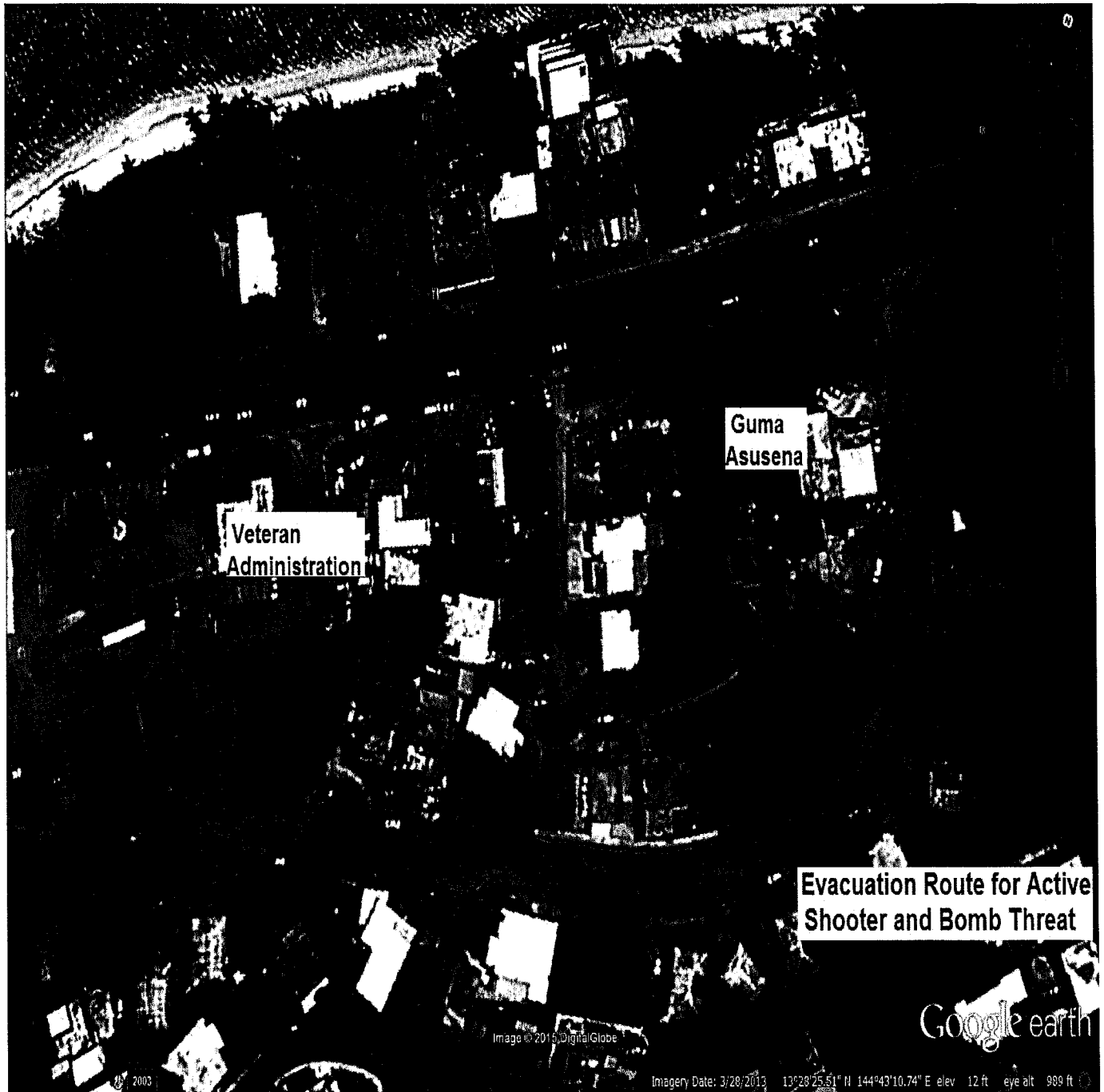


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GBHWC

POLICY AND PROCEDURE REVIEW AND ENDORSEMENT CERTIFICATION

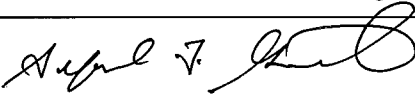
The signatories on this document acknowledge that they have reviewed and approved the following:

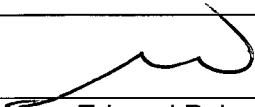
Originator: Health and Safety

Policy No: AD- HS 10

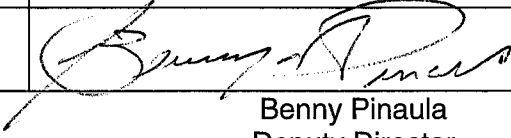
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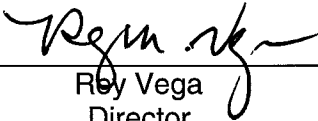
Title: Active Shooter Response

	Date	Signature
Reviewed/Endorsed	10/27/16	
Name and Title	Alfred Garrido Health and Safety Officer	

	Date	Signature
Reviewed/Endorsed	10-31-16	
Name and Title	Edward Palacios Facility Operations Officer	

GBHWC
POLICY AND PROCEDURE REVIEW AND ENDORSEMENT CERTIFICATION

Reviewed/Endorsed	Date	Signature
		
Name and Title	Benny Pinaula Deputy Director	

Reviewed/Endorsed	Date	Signature
	10/31/16	
Name and Title	Rey Vega Director	